

Market Range Detail - Program Coordinator

Effective Date

December 17, 2007

Market Range Title Description

Positions in this market range title are involved in the implementation, coordination, and administration of specific programs in support of a department's mission which may be focused in any County program. Typical job duties include: working with program participants and providing program services; maintaining contact with program participants; providing education resources to the public and program participants; ensuring program goals and objectives are achieved; monitoring the progress of program activities and results and providing updates and reports to management; assisting in the development and implementation of goals and objectives; assisting in the identification of funding sources and opportunities; working with other departments and outside agencies to coordinate program services and develop partnerships; creating and distributing program outreach materials, presenting program services to groups; implementing new or revised program services; identifying targeted service groups and providing outreach efforts. Senior level incumbents may provide training, guidance, and/or direct the work of less experienced program coordinators and/or support staff.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$18.19	\$23.01	\$27.83

Likely Minimum Qualifications

- Bachelor's degree in field related to program area
- 1 year of experience in coordinating and administering public programs and services
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

Working Titles

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| • Adopt-a-Highway Coordinator | • Business Account Coordinator | • Childhood Injury Prevention & Health Education Coordinator |
| • Communication/Warning Coordinator | • Community Planning Group Program Coordinator | • County Records Coordinator |
| • Development Officer | • Education Program Coordinator | • Events Coordinator |
| • Family/Community Partnership Coordinator | • Fleet Coordinator | • Fuel and Environmental Coordinator |
| • Head Start Disabilities Coordinator | • History Program Coordinator | • Housing Rehab Program Coordinator |
| • Maintenance Contract Coordinator | • Master Range Officer | • Maternal Child Health Program Coordinator |
| • P-Card Coordinator | • Planning Council Support Program Coordinator | • Program Coordinator |
| • Rapid Response Coordinator | • SBE Program Coordinator | • Solid Waste Program Coordinator |
| • Special Action Team Coordinator | • Special Programs Coordinator | • Special Projects Coordinator |
| • Special Transportation Services Program Coordinator | • Stormwater Program Coordinator | • Teen Pregnancy Prevention Program Coordinator |
| • Telemedicine Coordinator | • Training and Exercise Coordinator | • Volunteer Coordinator |
| • Warranty Coordinator | | |

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.